

Michigan Department of Education Office of Special Education & Early Intervention Services

FULL APPROVAL FOR SCHOOL SOCIAL WORKER

Policy & Criteria

POLICY

1. Full approval as a school social worker is transferable from one employer to the next.
2. Full approval as a school social worker does not expire while the candidate remains employed as a school social worker.
3. A request for approval must be received by the Michigan Department of Education during the school year (July 1 to June 30) in which the effective date applies. Approval requests received after June 30 of the applicable school year will not be processed.
4. A previously approved school social worker who has not been employed as a school social worker in an approved program in Michigan for 5 or more consecutive years shall obtain reapproval from the state board of education as a condition of reemployment.
5. Full approval as a school social worker is effective from the beginning of the school year in which it is requested or from the date that the candidate satisfactorily completed 1 year as a school social worker with direction from a fully approved school social worker, whichever is later.
6. All candidates for full approval as a school social worker will have completed all training requirements, including a 500 clock hour supervised social work practicum, prior to application for the first temporary approval as a school social worker. Therefore, no recommendation from a college/university is required for full approval.

CRITERIA

1. A request for full approval as a school social worker may be initiated by the employer (LEA/ISD/State Agency) for a candidate who has met the following training requirements:
 - Master's degree from a graduate school of social work program approved by the state board of education
 - A minimum of a 500 clock hour supervised social work practicum
 - Previous recommendation for temporary approval from an approved university school of social work training program
 - Documentation from the employer of satisfactory completion of 1 year as a school social worker with direction from a fully approved school social worker.
2. The one year (1.0 FTE) of successful experience as a school social worker must be gained while under temporary or continuing temporary approval as a school social worker.

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PROCEDURES

The employer (LEA/ISD/State Agency-facility) must:

1. Initiate the request by completing the Full Approval for School Social Worker form. The following information MUST be completed:
 - Candidate and Assignment information (ISD will complete code numbers). See Policy # 3.
 - Questions 1-5. (Attach documentation)
2. Forward information to ISD; retain a copy for your records.

The ISD will:

1. Determine if the request is accurate and complete.
2. Retain a copy of the form.
3. Submit request electronically to MDE-OSE/EIS and print off approval letter that is automatically generated after submission.
4. Retain a copy of the approval letter. Distribute a copy to the employer.

The employer (LEA/ISD/State Agency-facility) will:

1. Distribute a copy to the candidate.